



## STANDARDS OF APPRENTICESHIP

adopted by

### PACIFIC POWER PRODUCTS COMPANY

<u>Skilled Occupational Objective(s):</u>	<u>DOT and/or SOC</u>	<u>Term</u>
<b>DIESEL ENGINE TECHNICIAN</b>	<b>49-3031.00</b>	<b>8000 HOURS</b>
<b>TRANSMISSION TECHNICIAN</b>	<b>49-3023.01</b>	<b>8000 HOURS</b>



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

#### APPROVAL:

JULY 21, 2006

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS  
Chair of Council

By: PATRICK WOOD  
Secretary of Council

## **PACIFIC POWER PRODUCTS COMPANY**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**Pacific Power Products Company (PPP) is engaged in the sales, service and remanufacturing of a variety of power generation products. We employ 350 dedicated employees and operate 10 service and parts warehouse facilities in Washington, Oregon, Alaska and Hawaii.**

**As a full-service distributor of engines, transmissions, generators, remanufactured components and parts, our skilled Technicians maintain and repair equipment from Detroit Diesel, Allison Transmission, Kohler, MTU, Jacobs, EMD, Mercedes-Benz, Carrier and many more.**

**PPP chose to sponsor this apprenticeship program as a component of our Educational Assistance Program to train, educate and employ apprentices to become the finest Technicians in the industry. Our apprenticeship program is as stated in these Standards of Apprenticeship we adopt as approved by the Washington State Apprenticeship and Training Council and registered with the Department of Labor and Industries.**

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### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**All training of work process in Section VIII of these Standards of Apprenticeship will be conducted at this facility owned by this sponsor:**

**Pacific Power Products  
600 S. 56th Place  
Ridgefield, WA 98642  
(360) 887-7400**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **18 years old.**

Education: **High school diploma or GED.**

Physical: **Physically capable of performing the work of the occupation without posing a threat to the health and safety of the individual or others.**

Testing: **None.**

Other: **A. Successfully complete the 90 day employee probation period (“Introductory period”) in any job classification at any Pacific Power Products facility.**

**B. Military veterans who wish to receive consideration for related military training and experience must submit a copy of their DD-214.**

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### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

**Exempt per WAC 296-05-405 (1) (a) fewer than 5 apprentices.**

#### **B. Equal Employment Opportunity Plan:**

**Exempt per WAC 296-05-405 (1) (a) fewer than 5 apprentices.**

#### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

### **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**A. Diesel Engine Technician                      8000 HOURS**

**B. Transmission Technician                      8000 HOURS**

**The program is premised on competencies demonstrated in lieu of time considerations.**

### **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

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Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

- A. 1600 hours as a registered apprentice in this program.**
- B. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the on-the-job training and job-related instruction, and any disciplinary action taken during the probationary period.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**One (1) apprentice for every one (1) journey worker per shift and facility location.**

- 1. During the entire term of the apprenticeship, the apprentice shall be under the jurisdiction of the local General Service Manager who shall:**
  - a. have the authority and responsibility to instruct, direct, discipline and protect the welfare of the apprentice.**
  - b. designate a qualified journey worker to be responsible for supervision of the apprentice's on-the-job training.**

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- c. assure that apprentices are rotated so as to insure training in all phases of the work of the trade to ensure a well-rounded technician upon completion of the apprenticeship.
2. An apprentice is to be under the supervision of a journey worker at all times. This does not imply that the apprentice must always be in-sight-of the journey worker, or that a journey worker is required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative. Work may be laid-out by the Service Manager or designated supervisor based on their evaluation of the apprentice's skills and ability to perform job tasks.
3. Apprentices shall be permitted to perform job tasks independently in order to develop job skills and trade competencies.

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step/Period	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>55%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>60%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>65%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>70%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>75%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>85%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>95%</b>

An apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated, may be advanced to the appropriate level.

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**In the event an apprentice is required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.**

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### VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

**The apprentice shall receive work experience and related technical instruction in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled technician.**

<b>A. <u>Diesel Engine Technician:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Understanding Engine Models.....	500
2. Identify & Understand the Components & Operation of a Detroit Diesel & MBE Engines .....	500
3. General Engine Diagnosis .....	1000
4. Cylinder Head & Valve Train Diagnosis & Repair .....	500
5. Engine Block Diagnosis & Repair .....	500
6. Lubrication Systems Diagnosis & Repair .....	500
7. Cooling System Diagnosis & Repair .....	500
8. Air Induction & Exhaust Systems Diagnosis & Rep .....	500
9. EGR (Exhaust Gas Recirculation) Diagnosis & Rep.....	1000
10. Fuel System Diagnosis & Repair .....	500
11. Engine Brakes.....	250
12. Drive Train .....	250
13. Electrical/Electronic Systems.....	1250
14. Preventative Maintenance Inspection .....	250
<b>Total Hours:</b>	<b>8000</b>



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<b>B.    <u>Transmission Technician:</u></b>	<b>APPROXIMATE HOURS</b>
<b>1.    Understanding Transmission Models .....</b>	<b>500</b>
<b>2.    Identify &amp; Understand the Components &amp; Operation of an Allison Transmission .....</b>	<b>500</b>
<b>3.    Hydraulic Troubleshooting.....</b>	<b>1000</b>
<b>4.    Electronic Controls .....</b>	<b>1000</b>
<b>5.    Preventative Maintenance.....</b>	<b>1000</b>
<b>6.    Removal &amp; Reinstallation of Transmission.....</b>	<b>1000</b>
<b>7.    Overhaul .....</b>	<b>1000</b>
<b>8.    Module Rebuild .....</b>	<b>1000</b>
<b>9.    Drive Train – Driveshaft &amp; UV Joint Diagnosis &amp; Repair .....</b>	<b>1000</b>
<b>Total Hours:</b>	<b>8000</b>

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### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☒ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college      **Clark College**
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☒ Other (specify):  
**In-house product training arranged by the training department of Pacific Power Products.**

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

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Additional Information:

- A. Each Apprentice's attendance and progress in related instruction must be tracked and appropriate records maintained.**
- B. Classes may be given during or outside the regular working hours, depending upon available facilities.**
  - 1. All time spent in such classes after regular working hours shall not be considered as hours of work.**
  - 2. If required to attend classes during the regular working hours, apprentices shall be compensated at their regular hourly rate.**
  - 3. For related training conducted outside normal working hours, required classroom, field lab time, distance learning, and home study shall not be compensated.**
- C. Time devoted to the related technical instruction shall not be considered as part of the OJT.**
- D. Failure on the part of an apprentice to fulfill their obligation for related training studies and/or attendance, or their failure to maintain passing grades, shall constitute adequate cause for cancellation of their apprenticeship agreement.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

### **A. General Procedures**

- 1. Employment with Pacific Power Products is a condition for the participation in the apprenticeship program. If the employment ends for any reason, the apprenticeship will be canceled.**
- 2. The Apprentice will be provided with appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX) for each date of occurrence. This will be reviewed and signed monthly by the journey-level technician.**
- 3. The progress of the Apprentice will be reviewed quarterly by a review team consisting of the journey-level Technician(s) and the General Service Manager. These reviews will be conducted no later than the fifth business day of January, April, July, and October. (*See Section XI. B. 2. on page 15 for reports*)**
- 4. DUTIES AND RESPONSIBILITIES OF THE APPRENTICE**
  - a. Apprentices, having read these Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein.**
  - b. Apprentices incur the following responsibilities and obligations under the apprenticeship program:**
    - (1) Perform diligently and faithfully the work of the trade and other pertinent duties assigned in accordance with the provisions of these Standards.**
    - (2) Respect the property of the Sponsor and abide by all working rules and regulations established by the Program Sponsor.**
    - (3) Each Apprentice shall be responsible to fulfill the obligations as to related instruction as set forth by the Program Sponsor and for maintaining an accurate record of all hours spent in on-the-job training.**
    - (4) Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.**

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- (5) **Apprentices must develop safe working habits, and conduct one-self at all times in a credible, ethical manner.**
- c. **The apprentice will be provided with a copy of the Standards of Apprenticeship and will sign an acknowledgment receipt. This procedure will be followed whenever revisions or modifications are made to the Standards.**
  - d. **Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in job-related technical instruction and for having this record verified by his/her supervisor at the end of each week.**
  - e. **Before each period of advancement, or at any other time when conditions warrant, the General Service Manager shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's job-related instruction or on-the-job progress is found to be unsatisfactory, the apprentice may be required to repeat a process or series of processes before advancing to the next wage classification.**
  - f. **Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker and after the apprentice has been given adequate assistance and opportunity for corrective action, the Program Sponsor may terminate the Apprenticeship Agreement.**

### **B. Local Apprenticeship Committee Policies**

**N/A – Plant Program**

### **C. Complaint and Appeal Procedures:**

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation
  - Decision will become effective immediately

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- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-

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day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:  
Forms are available on line at  
<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
  - 1st quarter: January through March, by April 10
  - 2nd quarter: April through June, by July 10
  - 3rd quarter: July through September, by October 10
  - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be

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submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous



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employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more

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than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **N/A Plant Program**

Program type administered by the committee: **Plant**

The employer representatives shall be:

**Ted Ostrye  
General Service Manager  
Pacific Power Products  
600 South 56th Place  
Ridgefield, WA 98642**

The employee representatives shall be:

**Washington State Apprenticeship and Training Council  
Department of Labor and Industries  
PO Box 44530  
Olympia, WA 98504-4530**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**None**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**None**